

## **CLASS TITLE: EMERGENCY MANAGEMENT RADIOLOGICAL COORDINATOR**

**Class Code: 02775600**  
**Pay Grade: 28A**  
**EO Code: B**

### **CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Emergency Management Agency, to perform technical and analytical work in resolving and troubleshooting State radiological equipment for a major emergency program in the Preparedness Branch of the Rhode Island Emergency Management Agency; to plan and organize their unit's planning or program activities; coordinate projects and local government, and participate in major preparedness, response, recovery and mitigation operations as it relates to radiological incidents; to maintain and repair a variety of radiological equipment including Radiation Survey Meters, Dose Rate Meters, Radiation Detection Devices, and Personal Dosimeters; to assist in developing radiological emergency response plans, radiological and communications equipment, procedures, projects, initiatives, budgets, grants, and awards in improving and maintaining their readiness posture for a radiological emergency within the two planning zones; to assist in oversight and review of planning of the State of Rhode Island Ingestion Pathway Plan and the Radiological Protection Annex of the State's Comprehensive Emergency Management Plan (CEMP); to plan and organize branch planning or program activities; to coordinate projects and negotiate programs with the Federal Emergency Management Agency (FEMA) and local government; to perform Emergency Operations Center duties as required during an incident; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a superior with latitude for the exercise of independent judgment and initiative in organizing the unit's planning or program activities; work is subject to review through consultations and/or written reports for satisfactory performance and conformance to laws, policies, directives, rules and regulations.

**SUPERVISION EXERCISED:** None.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Emergency Management Agency, to perform technical and analytical work in resolving and troubleshooting State radiological equipment for a major emergency program in the Preparedness Branch of the Rhode Island Emergency Management Agency.

To plan and organize their unit's planning or program activities.

To coordinate projects and local government, and participate in major preparedness, response, recovery, and mitigation operations as it relates to radiological incidents.

To maintain and repair a variety of radiological equipment including Radiation Survey Meters, Dose Rate Meters, Radiation Detection Devices, and Personal Dosimeters.

To assist in developing radiological emergency response plans, radiological and communications equipment, procedures, projects, initiatives, budgets, grants, and awards in improving and maintaining their readiness posture for a radiological emergency within the two planning zones.

To assist in oversight and review of planning of the State of Rhode Island Ingestion Pathway Plan and the Radiological Protection Annex of the State's Comprehensive Emergency Management Plan (CEMP).

To plan and organize branch planning or program activities.

To coordinate projects and negotiate programs with the Federal Emergency Management Agency (FEMA) and local government.

To perform Emergency Operations Center duties as required during an incident.

To develop and update the State of Rhode Island Ingestion Pathway Plan as required in Section 23-12.5 of the Rhode Island General Statutes, to respond to and recover from the effects of a catastrophic event at a nuclear power plant.

To provide technical support in the areas of research, planning, data collection, data analysis and training for

state agencies and local community emergency responders.

To develop and update the Radiological Protection Annex of the State of R.I.'s Comprehensive Emergency Management Plan (CEMP).

To serve as special assistant to the Director of Emergency Management or as subject matter expert during the activation of the Emergency Operations Center operations in simulated or actual events.

To act as liaison to the Federal Department of Homeland Security (DHS), the Federal Emergency Management Agency (FEMA), the Nuclear Regulatory Commission (NRC), the Environmental Protection Agency (EPA) and state and local communities and agencies; aids in development of state radiological mitigation measures, including developing new programs to implement new national public precautionary actions.

To assist with maintaining and calibrating radiological instruments and exchange instruments with federal, state and other local governments.

To independently operate and maintain special test equipment, service and repair electronic radiation detection and calibration activities; monitoring equipment and development and presentation of radiological instrument operation and radiation safety training programs.

To provide technical and administrative guidance to the State Emergency Response Commission (SERC) and the Local Emergency Planning Committees (LEPC).

To develop SERC agendas, manage SERC records and minutes, maintain SERC membership, and report out at quarterly SERC meetings on RIEMA related business.

To coordinate RIEMA's participation in the five LEPC's statewide and attend monthly meetings, as required.

To collaborate with the Grants Management Unit regarding the programmatic management of the Hazardous Materials Emergency Planning (HMEP) Grant.

To direct and manage state's radiological instrument maintenance and calibration program, provides technical guidance for operation of maintenance and calibration additionally, serves as the radiological officer to ensure compliance with federal regulations.

To assist in the formulation of plans for operational planning, radiological emergency preparedness and recovery activities both present and long range and grant administration.

To coordinate and monitor all emergency management planning services.

To prepare, coordinate and oversee plans for nuclear, chemical, biological or natural emergencies which include forecasting, evaluation, analysis and reporting; coordinates emergency management activities with other state or federal agencies as required.

To alert and assign staff in emergencies.

To participate in the planning for and implementation of periodic tests and exercises, including after action reviews.

To make presentations before various groups regarding emergency management; performs related duties as required.

To assist in the training of local officials in conducting quarterly inventory and operational checks of all radiological emergency response plan equipment.

To document the completion of those inventories and operational checks for the Annual Letter of Certification and other annual reports.

To manage the annual replacement of radiological meters, direct reading dosimeters and thermos-luminescent dosimeters with currently calibrated ones in each of the fifty-mile zones response organizations.

To participate in exercises and drills as well as actual emergencies at the SEOC (State Emergency Operations Center) that require outside of normal business hours participation.

To assist community response organizations in planning, preparing and conducting drills and exercises.

To serve as an evaluator, controller or participant in drills and exercises conducted by FEMA, the State of Rhode Island, or neighboring states.

To conduct a number of research and implementation projects to improve the local and state agency and community preparedness posture.

To carry out special projects and attend meetings as assigned.

To perform duties to include response to natural or manmade emergencies as a liaison and to assist with damage assessment.

To conduct briefings as required.

To write grant proposals as assigned.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS, AND CAPACITIES:** A thorough knowledge of the principles of nuclear power generation and the principles of radiological hazards; a thorough knowledge of federal and state regulations applicable to emergency management and associated programs; a thorough knowledge of personal computers, desktop publishing and database management; a thorough knowledge of the incident command system; a thorough knowledge of equipment and systems used in a radiological emergency; a thorough knowledge of current state and local REPP plans and procedures; a thorough knowledge of the background and objectives of emergency management programs; a thorough knowledge of the nature and effects of various types of natural and man-made disasters; a thorough knowledge of the State of Rhode Island Ingestion Pathway Plan, all-hazards plans and procedures, including homeland security plans; a thorough knowledge of the principles, equipment and systems involved in nuclear, biological, chemical and weather incidents; a thorough knowledge of federal and state regulations applicable to emergency preparedness management and associated programs; a thorough knowledge of public information and media procedures; a working knowledge of the national and state communications and alert systems; a working knowledge of emergency response agency tasks; a working knowledge of the principles and techniques of planning, training and preparedness evaluation; a working knowledge of the principles and practices of program administration; a working knowledge of Federal Hazard Preparedness and Planning programs; a working knowledge of personal computers and database management software; a working knowledge of Emergency Operations Center Facilities, NIMS and ICS; the ability to analyze problems, interpret data and propose solutions; the ability to utilize computer software such as Microsoft Office; a thorough knowledge of information dissemination practices and techniques; the ability to communicate effectively both orally and in writing; the ability to interpret procedural rules into meaningful programs for state and local communities; the ability to establish and maintain effective working relationships; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Possession of a Bachelor's degree in Emergency Management, Homeland Security, Fire and Life Safety, or related field such as risk management or continuity planning; and

**Experience:** Considerable employment in emergency management in a private, local, state or federal emergency management agency similar public safety related organization.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

## **SPECIAL REQUIREMENTS:**

### **At the time of appointment:**

1. Must obtain and maintain a valid Motor Vehicle Operator's license.
2. Must obtain and maintain a Department of Homeland Security Clearance and/or a Nuclear Regulatory Commission Security Clearance.

### **Within six (6) months of appointment (subject to course availability):**

1. Must obtain and maintain certificates of training for ICS 32, 100, 200, 212.b, 300, 318, 321, 322, 393.a, 400, 700, and 800.

2. Must obtain and maintain completion of FEMA Professional Development Series.
3. Must possess and maintain a State Radiological License issued by the Rhode Island Department of Health.

Editorial Review: March 15, 2003

Class Revised: February 19, 2017

Class Revised: November 21, 2021